

# **PODIATRY BILLING MASTERS**

## **PAYMENT AGREEMENT POLICY**

If a patient with a balance calls into the office and wants to set up payment arrangements, follow the policy below.

All payment arrangements will be made thru Barb.

Below is a table to follow for all payment arrangements. There will be no exceptions.

Balance	Time allowed for payoff
\$100-250	3 months
\$251-1000	6 months
\$1001 and above	1 year

After payment agreement is made, mail payment agreement form to patient for signature. If agreement is not received back from patient in two weeks, do follow-up call.

If patient still fails to return form, write balance up for collections.

If patient is unable to meet this agreement, a financial hardship form will be mailed to the individual to complete and final determination will be made by management.