



## **Seneca Healthcare District Payment Plan Agreement Guidelines**

### **Instructions:**

1. Payment Plan Agreements (PPA) are to be established at time of service, by phone or fax after patient's statement is received.
2. All balances are expected to be resolved, as noted in #3g below, within 12 months from payment plan start date.
3. Payment plans will follow the guidelines outlined:
  - a. \$0 to \$50 balance - Pay in Full
  - b. \$51-\$100 balance - \$50/month (2 month max pay off)
  - c. \$101-\$200 balance - \$75/month (3 month max pay off)
  - d. \$201-\$1,000 balance - \$100/month (10 month max pay off)
  - e. \$1,001-\$2,000 - \$175/month (12 month max pay off)
  - f. Balance over \$2,001 - Balance divided by 12 months
  - g. Any balances that cannot be paid in full within 12 months will require a Charity Care Application to be completed
4. Any variance from the above requires the approval of the CFO.
5. The Financial Counselor will forward the signed payment plan to the Billing Office.
6. The Billing Office will setup the Payment Plan statements.
7. Additional balance(s) that increase the overall total due may subject the PPA to review and a request to submit an increased monthly payment may occur.
8. Continue sending current PPA statements while attempting to collect on and add to the PPA with any new account(s).