

---

NAPLES DAY SURGERY, LLC  
FISCAL & ACCOUNTING MANUAL

**SECTION:** ACCOUNTS RECEIVABLE **ORIGINAL: 07/2015**  
**POLICY TITLE:** CARE CREDIT PROCESSING **REVIEWED:**  
**PAGE:** 1 of 1 **REVISED:**

---

**PURPOSE:** To allow patients another option for making payments.

**POLICY:** All CARECREDIT payments are to be logged in and forwarded to the accounts receivable department via locked bin or hand delivered.

**RESPONSIBILITY:** Admitting, patient and insurance representatives.  
The director of business services ensures this process.

- PROCEDURE:**
1. The patient representative will offer the patient who asks for a payment plan the option of Care Credit. The patient's number to call to apply is 866-893-7864 or on-line CARECREDIT.COM.
  2. Once the patient has an account number for CARECREDIT the patient representative will enter the account number into the system. Then the *calculate payment* is initiated to give the patient a choice of which plan they want to make payments to CARECREDIT.
  3. The patient representative will print out the CARECREDIT Payment Option Estimate Sheet and highlight the payment option that the patient chooses. The patient representative will also highlight the APR % if the patient defaults on the deferred plan and highlight where the patient needs to sign. The credit card receipt for the patient will be attached to the estimate sheet. The other credit card receipt will be given to A/R.
  4. The patient representative will note on the registration form that the patient paid by CARECREDIT.
  5. When the patient checks in at the front desk the receptionist will have the patient initial all 3 highlighted areas of the Estimate and take a copy. A copy will be given to the patient with the credit card receipt. The original Estimate sheet will be attached to the registration form that is sent back to the business office.
  6. The only time the receptionist will log the CARECREDIT on the daily cash sheet is when the credit card is ran at the front desk.