SECTION:	**ACCOUNTS RECEIVABLE**	**ORIGINAL: 10/92**
POLICY TITLE:	**TRUTH-IN-LENDING CONTRACT**	**REVIEWED: 8/95, 4/05, 01/09, 05/14**
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PURPOSE: To provide guidelines for obtaining payments for portions not covered by an insurance company.

POLICY: A Truth-In-Lending contract is to be established for those patients who are not able to fulfill their financial responsibilities through Care Credit prior to surgery.

RESPONSIBILITY: Patient / admissions representatives

PROCEDURE:

1. The purpose of the payment plan is to be noted on the Truth-In-Lending Contract.
2. Complete the patient's name, guarantor, patient's address and procedure.
3. Calculate the patient's portion, note the down payment requirement, and the total unpaid balance.
4. Contracts are not to extend past 12 monthly payments. The first payment will be due 30 days after surgery date and then every 30 days thereafter.
5. Signature of patient and/or guarantor is required and captured by admitting representative.
6. Directors' approval is required for contracts extending past the 12- month limit, for patients unable to remit the required down payment, or for patients with prior "bad debt" status.