



Uncollectible Account Write-Off Policy

Date Drafted: 6-3-16	Revision Date: August 25, 2016	Board of Directors Approval: August 25, 2016	Board of Health Approval: 2016.08.116
--------------------------------	--	--	---

Maintenance Steward: CFO, CEO **History:** New Revised Archived

Organizational Scope:
 Full Agency Administration Community Services Environmental Health Health Center

Frequency of Review:
 Annually Biennially 5 Years As Needed Other:

Location:
 G-Drive: G: → Users → Common → Policies & Procedures
 Website: www.lucascountyhealth.com/employee-login/
 Hardcopy: TLCHD Policies & Procedures Manual, HR Office
 Archived Version(s):

Requisite Signatures

- Anna Wainwright* 8/25/2016
Date
- [Signature]* 05-25-16
Date
- Joanne Milamed* 8/25/16
Date
- Joseph A. Dahn* 8/25/16
Date
- Hebeccah Anderson* 8/25/16
Date



Uncollectible Account Write-Off Policy

PURPOSE:

The purpose of this policy is to ensure proper documentation and execution of uncollectible write offs as part of patient services of the Toledo-Lucas County Health Center (TLCHC). TLCHC policy and protocols involve the planned theory that all patient account balances are paid in full before they reach 180 days outstanding. Because many TLCHC patients come from the medically indigent population, unpaid balances after 180 days from the date of service will be written off.

PROCEDURE:

The patient or guarantor is responsible for any balances remaining after insurance, specific grant funding, or sliding fee discount. Uninsured clients are expected to pay a minimum fee of \$20 for that day's visit for new clients and \$10 for that day's visit for returning clients.

Write offs are completed at month end by the CFO and reported to the Board at the next scheduled meeting.

Medicare Accounts:

Co-payments will be sent to the patient. Amounts unpaid after 180 days will be written off.

Medicaid Accounts:

If it is determined by ODJFS that the patient is not eligible for Medicaid for the date of service, the patient will be billed for the visit. Amounts unpaid after 180 days will be written off.

Private Insurance Accounts:

If it is determined by the insurance company that the patient is not eligible for private insurance for the date of service, the patient will be billed for the visit. Amounts unpaid after 180 days will be written off.

Sliding Fee Accounts:

Unpaid balances on sliding fee accounts will be billed. Amounts unpaid after 180 days will be written off.

Eligibility for sliding fee is indicative of being medically indigent.

