

TITLE: Self Pay

P&P #: BO 1043

PAGE 1 of 2

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Purpose: To ensure that discounts are not perceived as inducements to physician or as insurance fraud, facilities need to be consistent in offering and applying discounts to the hospital's standard fees.

Policy: It is the policy of Baylor Scott & White Surgical Hospital at Sherman to ensure that:

1. Self-pay discounts are granted in accordance with state laws and THVG hospital policy
2. Special self-pay cosmetic and bariatric procedures are granted according to attached fee schedule, Exhibit A, B and C.

Responsibilities: THVG centers must abide by the Baylor Healthcare System (BHCS) established standard discount for professional, health system-partner employee, self-pay/cash, and charity-care cases.

1. The business office manager is responsible for implementation and administration of these policies.
2. The financial counselor is responsible for obtaining financial information and completing the estimate.
3. The charge analyst is responsible for entering/verifying all charges.
4. The management company (CSO) is responsible for making all adjustments to the patient's account in accordance with the approved agreement.

Procedure: An estimate will be provided to the scheduled self-pay patient based upon the scheduled CPT code using the Monthly Financial Summary and/or the hospital chargemaster. If the scheduled procedure is deemed cosmetic or bariatric the self pay estimate will be based upon the fee schedule for these special procedures.

1. The financial counselor will determine based upon the CPT code whether the procedure estimate is calculated using the monthly financial summary and/or the chargemaster.
 - a. Using the monthly financial summary the financial counselor will create an average of billed case with the same schedule CPT code, calculate a 40% discount of the estimated total billed charges.
 - b. A scheduled cosmetic procedure the financial counselor will utilize the special self-pay cosmetic pricing sheet and calculate an estimate based upon the scheduled surgical time and any special implants billed at cost plus 10%. If patient is scheduled for an overnight stay an additional \$895 per night will be added to estimate.
 - c. A scheduled bariatric procedure the financial counselor will create an estimate based upon the scheduled procedure using the special self-pay bariatric fee schedule.

- d. Upon completion of the estimate the financial counselor will notate the patient's hospital accounts and contact the patient/guarantor to establish an approved financial arrangement.
- e. Upon completion of the scheduled case the charge analyst will enter/verify all charges related to the scheduled case, release the hold for billing of the account.
- f. Once the encounter is final billed the current management company (CSO) will make adjustments to the patients encounter based upon the following:
 - a. Scheduled self-pay procedure not to include cosmetic or bariatric procedure will be adjusted with a 40% discount of billed charges.
 - b. Cosmetic procedures will have the actual operating room time verified to ensure the procedure did not exceed the scheduled time which was used for the original estimate. If scheduled time was correct, the CSO will adjustment the patient balance accordingly. If operating room time exceeded the original scheduled time the balance will be adjusted to bill the patient for the additional time. See Exhibit A
 - c. Bariatric procedures will have the balance adjusted based upon the attached special fee schedule, if the patient were to stay in excess of the medically necessary night the balance will be adjusted to ensure the patient is billed for the additional night's stay or any implants/tissue/biologicals. See Exhibit C

End of Policy and Procedure