

NTC COMMUNITY CLINIC (NTCCC)

SUBJECT: FINANCIAL POLICY EFFECTIVE DATE: 12/1/11

APPROVED QA: 8/10/15

PURPOSE:

It is the policy of NTCCC to provide a copy of NTCCC's financial policy to every patient, when requested.

PROCEDURES:

1. The financial policy includes information about NTCCC's policy as it relates to the following:
 - a. Insurance companies - participation and billing;
 - b. Time-of-service payment;
 - c. Patient's responsibility;
 - d. Workers' compensation; Fisherman's Fund
 - e. Auto accidents;
 - f. Collections; and
 - g. Contact information for the business office.
2. The financial policy will be posted on NTCCC's website and presented to patients when they register at the front desk.
 - a. After patients read the financial policy, a NTCCC staff member asks them if they have any questions.
 - b. The staff member answers any questions.
3. If the patient has no questions, the staff member verbally reinforces the patient's responsibility for paying his or her balance in full.