

## **Payment for Treatments Policy**

### **1. Purpose**

This policy outlines the guidelines and procedures for payment for treatments provided by LJ Medical Center, a private healthcare provider, to ensure transparency, efficiency, and fairness in financial transactions between the company and its patients.

### **2. Scope**

This policy applies to all patients receiving treatments or services from LJ Medical Center and is applicable to all departments and personnel involved in the payment process.

### **3. Payment Options**

3.1. Insurance Coverage: Patients are encouraged to verify their insurance coverage prior to receiving treatment. LJ Medical Center accepts various insurance plans, and patients are required to provide accurate insurance information during registration.

3.2. Out-of-Pocket Payments: For patients without insurance coverage or for treatments not covered by insurance, LJ Medical Center offers the option of paying out-of-pocket. The payment must be made in full at the time of service unless prior arrangements have been made.

3.3. Payment Plans: In cases where patients are unable to pay the full amount upfront, LJ Medical Center may offer payment plans or financing options. Patients can inquire about available payment plans through the billing department.

3.4. Late payments will incur an added fee of \$50 per treatment.

### **4. Billing Process**

4.1. Itemized Billing: Patients will receive itemized bills detailing the cost of each treatment or service rendered. The billing department is available to clarify any discrepancies or answer billing-related inquiries.

4.2. Timely Invoicing: Bills will be generated promptly following the provision of treatment, ensuring transparency and enabling patients to understand the charges incurred.

4.3. Insurance Claim Submission: LJ Medical Center will submit insurance claims on behalf of patients, provided accurate insurance information has been provided. Patients are responsible for any deductibles, co-payments, or non-covered services as per their insurance plan.

## 5. Payment Collection

5.1. Point of Service Collection: Payment for treatments is expected at the time of service unless other arrangements have been made. Front desk staff or billing personnel will assist patients in settling their bills.

5.2. Accepted Payment Methods: LJ Medical Center accepts various forms of payment, including cash, credit/debit cards, checks, and electronic fund transfers.

5.3. Receipts: Patients will receive a receipt for their payment, detailing the amount paid, the date of payment, and any outstanding balances.

## 6. Financial Assistance

6.1. Charity Care: LJ Medical Center may offer financial assistance or charity care programs to eligible patients based on income levels and financial need. Patients can inquire about these programs through the billing department.

6.2. Government Assistance Programs: Patients will be informed about government assistance programs or subsidies for which they may qualify, and assistance will be provided in applying for such programs if necessary.

## 7. Compliance and Review

7.1. Compliance: All staff involved in the payment process are required to adhere to this policy to ensure consistency and fairness in financial transactions.

7.2. Policy Review: This policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations. Any updates or revisions will be communicated to staff accordingly.

## 8. Conclusion

LJ Medical Center is committed to providing high-quality healthcare services while maintaining transparent and fair payment practices. This policy serves as a guideline for both staff and patients to ensure smooth and efficient payment processes.