



## UNIVERSITY POLICY

**SUBJECT:** FINANCIAL AFFAIRS      **TITLE:** WRITE OFF: UNIVERSITY HOSPITAL

**CODING:** 00-01-50-50:00      **ADOPTED:** 07/01/87      **AMENDED:** 07/01/87

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### I. PURPOSE

To set policy to write off University Hospital patient accounts which in accordance with sound business practices are considered uncollectible in the regular course of business. This policy reflects compliance with the provisions of DRG Regulations.

#### Reference

Financial Elements and Reporting Regulation (8:31B-4.40) revised November 22, 1983.

### II. RESPONSIBILITY

Under the direction of the Senior Vice President for Administration and Finance, the Vice President for Financial Affairs and Treasurer is to ensure compliance with this policy. Controller's Office is to implement this policy.

### III. POLICY/INPATIENT

#### A. Pre-Admission

1. Prescheduled elective admissions will be contacted by telephone in advance of admission. Patients who do not have a telephone or cannot be reached by phone, will be seen on the day Pre-admission Testing P.A.T. is scheduled. Pre-admission process includes the following steps:
  - a. Obtain the patient demographic and insurance information.
  - b. Verify third party coverage and extent of benefits.
  - c. Determine the need for third party prior approval of precertification based on the insurance coverage and the diagnosis/procedure. If not already submitted, initiate action to obtain needed documents prior to scheduled admission date.
  - d. Where no third party coverage exists or if the insurance benefits will not cover the full stay, determine the patients eligibility for medical assistance and charity care. If eligible, advise the patient of documentation requirements and where to go for the interviews.

- e. Request a deposit for:
  - uninsured-amount equal to the estimated charges for the anticipated length of Stay minus the amount for which eligible under medical assistance or charity care.
  - under insured-deposit equal to the deductible and coinsurance amount due.
- 2. Elective admissions will be postponed until:
  - a. third party prior approval or certification is submitted in writing to the Admissions Office.
  - b. if the admission can safely be postponed as per the attending physician, do so until medical assistance interviews and deposit requests are met.

B. In-House Collection Efforts

- 1. Urgent or emergency admissions will have the interview for information conducted on the day of admissions with steps b, c, d, and e of the pre-admission policy performed on the first business day after the day of admission.
- 2. Proper identification of the patient and signatures on documents will be obtained on the day of admission.
- 3. In addition to advising patients eligible for medical assistance of the document requirements and location for application, a referral will be made to the appropriate assistance agency to ensure retroactive determination.

By Direction of the President:

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Senior Vice President for Administration and Finance