



**POLICY TITLE: Prompt Pay Discount Policy**

**OWNER: KCMH Business Office**

**DOCUMENT NUMBER:  
BUS.003**

**APPROVED BY: KCMH Board, CEO, CFO**

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## **I. POLICY**

A. To provide discount for timely payment of patient bills, a 15% discount for prompt payment will be given under the following guidelines:

1. **PATIENT WITH NO INSURANCE:** If a patient does not have insurance, upon receipt of the statement from the Billing Office, if full payment is made within 30 days of receipt of the statement, 15% discount will be applied to total amount due. The discount will also be provided when full payment is made the day of the appointment.
2. **PATIENT WITH INSURANCE:** If a patient has insurance, once the Billing Office has received payment from insurance and sent a statement to the patient, if payment is made in full within 30 days, a 15% discount will be applied to the total amount due. This will exclude any office visit co-pays as those are patient responsibility.

B. To receive the discount: All discounts will be applied when full payment is made. This discount must be requested through the Hospital Business Office with payment.