

## **AO Orthopedics Self-Pay Policy**

All self-pay patients must pay \$200 deposit prior to seeing the physician.

All self-pay patients who require surgery must pay 50% of the estimated surgical bill prior to the day of surgery.

All self-pay patients are eligible for a 25% quick pay / self-pay discount.

To qualify for the discount:

1. Payment of the full discounted amount must be paid with-in 30 days of the service.
2. Payment at time of service
  - a. The \$200 down payment will be used to offset the discounted amount due if the discounted balance due is paid within the 30 day limit..
  - b. Make sure that the clerk documents your discounted amount on the encounter form for you. We want to make sure that you are credited with the 25% discount.
3. Mail Payments
  - a. **Payment must include a note or comment in the memo portion of your check requesting the discount** (the reason for the note is that we do not wish to miss giving a discount when one is eligible).
4. Surgery Payments
  - a. Once the charges are totaled after the surgical procedure, we will notify you of the total balance due from the surgery. The 50% down payment will be used to offset the total charges leaving you the discounted balance due.

**Please note that the discount will not be adjusted off your total balance until the full discounted amount has been received.**

If you have any questions please feel free to call our billing department @ (866) 299-3077  
Monday through Friday 8:00 AM to 4:00 PM

11/04/2010