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**Subject: Prebilling Write-off Policy (Administrative)**

Department: Finance

Approved/Amended On: 6/8/2009

Approved By: Kent Torrence

Effective Date: 6/8/2009

This policy/procedure supersedes all other policies/procedures of the same subject.

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**PURPOSE:**

To provide support and rationale for certain administrative write-offs of patient accounts

**BACKGROUND:**

For a variety of reasons, it is periodically necessary to write-off a patient account. This write-off needs to be properly supported and approved.

**POLICY:**

The attached form will be completed to properly document all write-offs for other than financial hardship reasons. Note that financial hardships are approved by the CEO or the CFO depending on whether the patient has legal representation and/or the account has been placed with a collection agency.

The initiator will document the reason for the write-off and attach any support that would help explain/substantiate the write-off. The form will first be given to the CEO/CFO for approval and then given to the Prebilling Dept. who will distribute the copies as necessary and perform the write-off.

This is considered an “Administrative Adjustment” for purposes of classification.

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