

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: AR Small Balance Accounts

Policy #: 3.22.13

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3.22.13 AR Small Balance Accounts

Policy: GSHWC will write off patient account balances that are less than or equal to \$5.00

Purpose: To keep GSHWC accounts receivable records easier to manage by removing small balances.

Procedures:

1. Small balances are amounts less than or equal to \$5.00.
2. If the account balance is equal to or less than \$5.00, is over 120 days old, and there are no insurance balances due, the account balance should be written off.
3. A monthly report will be generated that will identify accounts with balances of \$5.00 or less. The CFO will review the list and authorize monthly write-offs.