

Policies and Procedures

Policy 100.07A

Last Revised 2/3/2019

POLICY TITLE: CASH PAYMENT OPTIONS

PURPOSE:

The purpose of this policy is to provide cash payment options for the PHP and IOP programs at Basic Steps Mental Health to reduce the financial burden of our patrons.

POLICY:

The policy of Basic Steps is to do whatever we can to provide services those who seek our counsel. Basic Steps understands that finances can be difficult for many seeking treatment. We are to take into consideration referred participants as a cash deduction for service and provide a monthly fee in lieu of a paid lump sum at the onset of our program. The following is how the options shall play out.

PROCEDURE:

- 1.. All initial payments are to be made at the start of treatment, unless other arrangements are made by the Administrator.
2. The payment schedule must be agreed to and signed at the start of treatment.
3. Each month payment is to be made on or before the due date. If such payment is not made a 15% charge or a \$50.00 charge will incur. If payment is not made in 30 days, a collections agency will get involved.

FEE BREAKDOWN:

Referrals

For each referral in which a person admits into the PHP or IOP program, a deduction of the overall cost will result. Referrals will represent 20% of the Program cost.

1. For the \$10,000 PHP Program, a referral will represent a \$2,000 savings.
2. For the \$3,600 IOP Program, a referral will represent a \$720 savings.
3. Refunds are not to exceed the program cost.

Payment Option PHP Program

The PHP Program's base cost is \$10,000 and Payment Options are based on that fee, unless other arrangements are made by the Administrator. Fees are to be paid monthly and invoice statements are to be sent out two weeks prior to payment due date. Payments are too be made over a 16-month period unless other arrangements are made by the Administrator.

These are non-interest loans when paid on time. If a payment is not received after 15 days of the due date, a 10% interest fee will appear or a \$50.00 charge, whatever is greater. Subsequent payments are then added a 10% fee. Sixteen payments of \$625.00 will be due for the PHP program

Payment Option IOP Program

The IOP Program's base cost is \$3,600 and Payment Options are based on that fee, unless other arrangements are made by the Administrator. Fees are to be paid monthly and invoice statements are to be sent out two weeks prior to payment due date. Payments are too be made over a 16-month period unless other arrangements are made by the Administrator. These are non-interest loans when paid on time. If a payment is not received after 15 days of the due date, a 10% interest fee will appear or a \$50.00 charge, whatever is greater. Subsequent payments are then added a 10% fee.

Sixteen payments of \$225.00 will be due for the IOP program

SIGNATURE:

In signing this document, you agree to the stated terms

PHP 16 payments of \$ 625.00 per month

IOP 16 payments of \$ 225.00 per month

DATE

Participant Signature

Basic Steps Signature