

Payment Plan Policy and Procedure

Sunstone Psychiatric, LLC shall provide an interest free extended payment option for patients who are not able to pay their balances in full in a single payment.

- A. **If the patient has not affirmatively established a payment plan, balances due for all patients will be charged to the credit card on file on the first business day of every month. This is a change from previous practice, and will take effect 10/1/19.**
- B. The following are guidelines to be used in setting up the extended payment option:
 - a. Minimum account balance eligible for extended payment is \$50;
 - b. Maximum extension of time to pay the balance in full is 12 months; and
 - c. Minimum monthly payment should not be less than \$20.
- C. In establishing what the monthly payment should be, the balance at the time of agreement will be divided by twelve.
 - a. This amount will be automatically charged to the card on file on the first business day of the month.
 - b. If the card is declined, additional fees may be incurred per Practice Policies.
- D. To establish a payment plan, the patient will need to discuss with their provider or administrative staff, and sign an individualized agreement that will include the term of repayment and the payment amount.
- E. Should additional balance be incurred for services rendered, fees, etc, the monthly payment will be updated to 1/12 of the current balance.

Please contact us at 503-477-7878 or arrive early to your appointment if you wish to set up a payment plan.