**POLICY/PROTOCOL EMPLOYEE ADDRESSES FOR BILLING PURPOSES**

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**FROM:** Jerry Orloff

**TO:** Front Office Leads, Schedulers, Front Office Receptionists

**DATE:** 10/23/2013

Whenever a staff member is setting up an appointment for themselves or an immediate family member (where there is no insurance and they are seeking a discounted price), the following people must be informed:  the staff member's direct supervisor, the HR Director, the Billing Supervisor, and the CEO.

Also, when a relative of a staff member has a copayment, coinsurance, or deductible, in order to remain in compliance with our contracts, these must be collected.