**Discount/Professional Courtesy Policy**

Definitions:

* Immediate Family Member:means husband or wife; birth or adoptive parent, child, or sibling; stepparent, stepchild, stepbrother, or stepsister; father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law; grandparent or grandchild; and spouse of a grandparent or grandchild (42 CFR 411.351)
* Professional Courtesy: the provision of free or discounted health care items or services to a physician or his or her immediate family members or office staff. (42 CFR 411.351)

Policy:

1. No discount or professional courtesy will be given to any patient, including College of Medicine (COM) employees, physicians or their immediate family members, for any billable encounter.
2. This policy does not apply to patients that qualify for financial assistance or self-pay patients offered prompt pay discounts.
3. Any and all co-payments/deductibles must also be collected from all patients, including COM employees, physicians or his or her immediate family members, for any billable encounter. Waiving of co-payments violates contract agreements with insurance companies and is strictly prohibited.
	1. Exception: If a patient, including a COM employee, physician, or his or her immediate family member, is uninsured or cannot pay the required co-payment / deductible, he/she should be referred to a financial counselor for applicability under LD 3.07 “Hospital Financial Assistance for Uninsured Patients.”
4. All patients, including COM employees, physicians, and their immediate family members, must have a scheduled appointment for any billable encounter. All other clinical policy and procedures, including medical record documentation, must be followed.