

## SA-VIT COLLECTION AGENCY TIPS OF THE MONTH ARCHIVES



**April 2007**

### **Securing Time Payments**

Patients who need TIME to pay the balances owed generally have several creditors that they cannot pay in full. In order to more effectively compete with these creditors you should consider asking the patients for postdated checks or postdated credit card payments. Either of these procedures can put you at the "head of the line" for getting your past due balances paid.

First, ask the patients how much TIME they will need to pay the balance in full. Once this time frame is established request the first payment today along with checks dated at their convenience for the remaining months, all put in the same envelope.

When received, secure the checks and deposit them on or after the date on each check. To insure that the patients have money in their checking accounts it is a good idea to send them a reminder note ten days before you deposit the check. This will help avoid the problem of NSF checks being returned to you.

A similar system can be used with credit card payments. Again, once the TIME has been determined you should get the first payment over the telephone. Then send the patients a form with their name, type of credit card, the credit information, and the specific dates agreed upon to charge their credit card. This will give you proof of their agreement.

Remember, when patients need time to pay the balance owed, you are competing with all the other payment obligations they have. Be smarter than their other creditors.