

Setting Up Group Practice Discounts in Signature

The patient's BPO and Financial Class will automatically fill in when you enter a patient's household size and annual household income. This is based upon the current Annual Poverty Income Guidelines (see Attachment 1).

On the Guarantor Demographics Screen in Registration, Revision, or A/R Follow Up enter the following:

Household Size _____ Household Income _____ Must be annual (yearly) family income.

Press Enter.

Guarantor BPO and Financial Class is automatically filled in:

BPO= 30; FC= BC the patient is responsible for 30%

BPO= PCL; The patient is responsible for 100% - Use at charge entry for drugs and laboratory services and supplies that should be billed at the full fee when the patient is set up with financial class BC as identified by Clinic Business Manager or designee.