BI Self-Pay Program

- BI Self-Pay Program facilitates client fee collection and saves agency time.

- Officers can customize daily pay rates for different Self-Pay clients.

- Clients who add a credit card to their Self-Pay account can conveniently pay any time of day.

BI Self-Pay is a comprehensive monthly billing service designed to help agencies simplify client fee collection for electronic monitoring services. Officers can easily designate clients as self-pay during enrollment and set a daily rate. BI invoices self-pay clients and accepts various methods of payment. BI credits client payments on the agencies' monthly invoices, and the agency is responsible for any amount still due. Currently, BI invoices nearly 7,000 clients each month through the Self-Pay Program.

How it Works

- During enrollment, officers designate a client as self-pay and set the client's daily payment rate.

- BI sends an invoice to each client or to the agency to distribute to clients at the end of each month.

- The client invoice includes an addressed return envelope and a remittance stub to be returned with the payment.

- BI accepts cashier's checks, money orders, or credit card payments (Visa, MasterCard or Discover). Personal checks are not accepted.

- Clients may add a credit card to the online payment portal to conveniently make a payment at any time of day.

- At the end of each month, BI sends an invoice to the agency for all active clients, deducting the total amount of client payments received. The agency is responsible for the net amount on the invoice.

- A credit will appear on the agency's next monthly invoice if client payments exceed billed services.

Detailed Invoices The monthly agency invoices display all active clients. BI also includes a Self-Pay Client Roster listing each self-pay client, the client's daily rate, outstanding balance, current charges, payments received last month, and the total due. Previously monitored clients remain on the roster provided they continue to make payments. Clients with an outstanding balance who stop making payments are archived after 90 days and no longer appear on the Self-Pay roster.

Customized, Flexible Billing BI can bill for all, or part of the client's electronic monitoring cost. For example, if the agency's daily rate is $3.50 per active client, BI can bill clients at a daily rate of $3.50 or the agency can set a client's payments at $2.50 per day. The Self-Pay Program provides agencies with the flexibility and option to base the daily pay rate on a client's hourly wage.

Online Reports BI's monitoring software includes billing and payment information for self-pay clients. Officers can run reports anytime through BI TotalAccess® to view billing amounts, payments, and refunds.

For more information, contact your BI representative at 1.800.701.5171.

QUALITY SYSTEM CERTIFICATION
DNV·GL
ISO 9001

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