



BI Self-Pay Program

Self-Pay clients receive a monthly invoice from BI, and can pay with cashier's checks, money orders, and credit card payments.

BI Incorporated offers a comprehensive monthly billing package to simplify the collection of fees from clients on electronic monitoring. When an officer designates a client as a self-pay client during enrollment, that client's data is automatically entered in BI's Self-Pay system. Self-pay clients receive a monthly invoice from BI, and can pay with cashier's checks, money orders, and credit card payments. BI credits client payments on the agency's monthly invoices, and the agency is responsible for any amount still due on the invoice. Currently, BI invoices nearly 7,000 clients each month through the Self-Pay Program.

- During client enrollment, officers designate a client as self-pay and indicate the daily rate for which the client is to be billed.
- At the end of each month, BI sends an invoice to each client or to the agency to distribute to each client. The invoice includes any outstanding balance from the prior month, and reflects any payments received during the current billing month, as well as any current month program activity. The invoice shows the current balance due.
- The client invoice includes a remittance stub to be returned with payment. Invoices sent directly to clients include a pre-addressed return envelope.
- Throughout the month, BI accepts cashier's checks, money orders, or credit card payments (Visa, MasterCard or Discover) from self-paying clients. BI does not accept personal checks.
- At the end of each month, BI invoices the agency for all active clients, and deducts the total amount of client payments received during that month. The agency is responsible for paying the net amount on the invoice.
- If client payments in a given month exceed billed services, the remaining credit will be applied to the agency's next monthly invoice.

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

Flexibility. To accommodate an agency's specific program or offender population, BI can bill a client for all, or just part, of the cost of that client's electronic monitoring. 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 clients' payments at \$3.00 or \$2.50 per day. Or BI can bill different clients at different rates if the agency wants to base the 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 over the Internet to view billing amounts, payments, and refunds.

For more information contact your BI representative at 1-800-701-5171.

