*Scenario:*

*Imagine you are an office manager. You have been tasked with creating a new policy by merging and updating two office financial and collection policies.*

1. *Use Patient Fanancial Policy and Payment Plan policy*
2. *Merge policies into a single new policy. Use the blank policy form to create your new financial policy.*
3. *At the bottom of your new policy, include a summary indicating what updates you made to the newly merged policy and indicate why you believe it’s an improvement from the previous two separate versions.*

*Example: I could potentially merge Policy 6.7, Internal Controls and Policy 13.22, Small Balances, to create a new policy for internal controls on balances less than $100.  I would take the best parts of 6.7 and 13.22 and update where I felt necessary.  Then at the bottom of the new policy, I would include a summary why I selected these 2 policies and what I updated about them to create the new policy.*