



Occupational Health Program

**Physicals, Drug & Alcohol Testing
Employer Billing & Payment Information**

Ingalls Occupational Health Billing office will:

- On a monthly basis, forward all bills to the designated party responsible for payment
- Process delinquent notices (via letter or phone call) on any balances past the forty-five (45) day payment expectation
- Forward to the collection agency, any outstanding balances over 120+ days
- Notify company that any future services will be “payment at time of service” until all delinquent balances are paid (if applicable, this includes any services paid by a third party administrator for your company)

The Company is responsible for:

- Processing payment within the forty-five (45) day payment expectation
- Contacting our billing office if you are disputing any charge(s) on the invoice (responsible for payment on those charges not disputed)
- Responding to delinquent notices in a timely manner before outstanding balances revert to the collection agency and your account is “payment at time of service”
- If applicable, payment of any services in which your contracted third party administrator has defaulted in their financial responsibility

Send payments to:

Ingalls Occupational Health
75 Remittance Drive
Suite 1660
Chicago IL 60675-1660

If you have any questions regarding the above information, please contact our billing office at 708-915-4889 or 4892.