

Policy on Patient Responsibility for Fees – Effective June 2, 2014

You will be asked to verify all personal and insurance information at each visit. This ensures proper filing of your medical claim to the correct insurance carrier.

Standard fees for all services rendered in our office are used. Payment of the portion of the fee for which the patient is responsible (i.e. **co pays, deductibles or the entire fee**, depending on insurance rules or no insurance) is required the day the services are rendered. Cash, personal check, Visa, MasterCard are all accepted. **Copayments are due at the time of your visit. If you do not present to the office with your co-payment, or insurance card we have the right to reschedule your appointment or assess a \$25 fee for nonpayment of co-pay at time of service.**

Billing

Patient balances are billed monthly. NWOPCP expects payment on a prompt, regular basis. When there has been no payment for 60 days, NWOPCP will initiate a collection letter. Patients who do not respond to the written communication will be placed with a collection agency, unless the patient makes payment arrangements with our billing department. If a patient has a non-sufficient funds check (NSF check, returned from a bank) a **\$25.00** fee will be assessed to the patient's account.

Insurance

The patient's insurance policy is a contract between the patient and the insurance company. **It is the patient's responsibility to make sure any procedures and or injections received by this office are covered. Any uncovered expenses will be the responsibility of the patient.** NWOPCP submits claims on your behalf as a service to you. **It is the ultimate responsibility of the patient to know their insurance coverage.**

Cancellation Policy – 24 hour cancellation notice

Please give the office a reasonable amount of notice when unable to keep an appointment. That way it enables NWOPCP to be able to fill another patient's request for an appointment. There will be a **\$25 fee** assessed for all appointments not canceled in a timely manner.

Additional Fees without an appointment due to increase in physician and staff time

New prescriptions written or phoned in without an appointment are subjected to a **\$15 fee (This does NOT include refills on your current medication)**

Change in medication due to insurance formulary request without an appointment **\$10 fee**

Pre-authorization form for insurance without an appointment **\$15 fee**

Jury Duty letter without an appointment **\$10 fee**

Handicap placard without an appointment **\$10 fee**

FMLA paperwork without an appointment **\$20 fee**

I understand and have been notified of the above policy

Patient or Parent Signature

Date

Printed Name of Patient

