



## FINANCIAL POLICY

Our clinics are dedicated to helping you receive the medical care you and your family deserve. In order to do this we have developed a financial policy to help you understand your financial responsibility for the health care services we deliver.

As our patient you will be expected to pay your co-pay amounts prior to your appointment, procedure or diagnostic testing. It is your responsibility to be aware of any exclusions, benefits, co-payments and deductibles outlined in your insurance plan.

**Insurance Information:** You will need to present your insurance card(s) at the time of service. The information on the card is important for correct identification of your insurance and in receiving the proper payment for your services. Your insurance card(s) will be copied to ensure that the correct information is available for insurance processing.

**Referrals and Authorizations:** Please make sure to obtain any necessary referrals your insurance may require to be seen at our offices. You may be responsible for payment at your appointment; or you may be rescheduled if you do not obtain the necessary approvals.

**Work Injuries and or Motor Vehicle Injuries:** It is your responsibility to provide the necessary billing information in order for us to bill service quickly and accurately.

**Uninsured Patients:** If you do not have any health care insurance, and do not qualify for any state, federal, or other financial assistance program, you will be required to pay for services rendered, at the time of service. All services will be required to be paid in full.

**Balances:** You are responsible for balance due on your accounts, and payment is due upon receipt of the bill. The balance on your account is due within 30 days of your statement. If you are unable to pay the balance within 30 days, we may be able to set up a payment plan for you.

**Finance Charges and NSF fees:** Any account balances that are 90 days past due will incur finance charge of 1.5 percent of the total balance per month. These charges will continue to accrue until the account balance is paid in full. If a payment is returned due to insufficient funds and NSF fee will be accessed and added to the account balance.

**Delinquent Balances:** If you have an outstanding balance on your account, you may receive a call from one of our representatives prior to your appointment. Future access to Strategic Practice Management Inc. clinics may be restricted if there is an unresolved unpaid balance. Strategic Practice Management Inc. employs a third party collection agency to help us resolve unpaid balances that are more than 180 days past due

X \_\_\_\_\_

Patient or Guardian Signature/Date