



# Office Financial Policy

## FEE FOR SERVICE

1. All patients are on a cash basis unless other applicable coverage stated in section 1 of the “Other Coverage” is applied.
2. First day services are to be paid in full unless arrangements have been made prior to services rendered.
3. This office may make payment plan arrangements on an individual basis. Any such plan or arrangement will be discussed during your second Report of Findings.

## OTHER COVERAGE

1. We accept assignment for Workers Compensation.
2. Many insurance companies cover our care; however, we do not accept assignment for Major Medical (insurance coverage) or Personal Injury. We will happily submit your claims one time as a courtesy to you.
3. Medicare does cover adjustments and we will file this for you, however, we do not accept assignment for Medicare.
4. You are responsible for your entire bill regardless of your insurance company’s failure to pay any anticipated charges for any reason. We are not a mediator between you and your insurance company and will not enter into any dispute with them, as your contract is between you and your insurance company.
5. If the patient is referred to another specialist or discontinues care for any reason other than discharge by the doctor, the bill is due and payable in full immediately, regardless of any previous arrangements or discounts.
6. There will be a \$25 missed appointment fee charged to your account for any scheduled appointments missed or not cancelled within 24 hours.
7. There will be a \$35 returned check fee charged to your account for any checks returned.

*If you have any questions concerning this or any other matter, please speak with the receptionist prior to seeing the doctor.*

Thank you,

I have read and understand the Financial Office Policy and agree to abide by these terms.

---

**Patient’s Signature**

---

**Date**