

BANISTER-LIEBLONG CLINIC

Patient Account Financial Policy

This material is being distributed to let you know how your account with our clinic will be processed. It is our hope that with this knowledge, the burden of worrying about how you will pay for your medical services will be lessened. Generally, our patients fall into three categories for billing purposes. The categories are as follows:

NEW PATIENTS: Fees for medical services are due at the time the services are rendered. All new patients are expected to pay their full balance at the time of the visit. Payments due for and subsequent visits can be discussed with our clinic manager and appropriate payment methods can be arranged prior to your visit.

PATIENT WITH HEALTH COVERAGE: Fees for medical services are due at the time the services are rendered. Our clinic will file claims for Medicare, Medicaid, and certain managed care insurances for which we are the participating provider. As a COURTESY to our patients, we can file directly with certain other insurance carriers. Please check with our insurance clerks to see if we can file your insurance claim for you. All deductibles or co-payments are due at the time of service.

The clinic will accept assignment of qualifying insurance benefits in lieu of payment for a period of 45 days after we have filed the insurance. If your insurance company has not paid on your account within 45 days, the account reverts to a self-pay status and it will be necessary for you to make arrangements to settle your account. Staying in contact with your insurance carrier while the claim is in process will help assure that the claim will be processed in timely manner. Should an insurance payment ever be made directly to you, your balance with the clinic shall be due in full in 10 days.

PATIENTS WITH NO HEALTH COVERAGE: Fees for medical services are due at the time the services are rendered. For some clinical services, a pre-paid deposit may be requested.

MOTOR VEHICLE ACCIDENTS: Services for Motor Vehicle Accidents are due at the time of service. An itemized statement will be provided so that the responsible party can reimburse you. We are sorry we are unable to file your claims with any automobile policy.

NO SHOWS: Each time a patient misses an appointment without providing proper notice, another patient is prevented from receiving care. Therefore, BLC Physicians reserve the right to charge a fee of \$25 for missed appointments (“no shows”) and appointments which, absent a compelling reason, are not cancelled with a 24-hour advance notice. “No Show” fees will be billed to the patient. This fee is not covered by insurance, and must be paid prior to your next appointment. Multiple “no shows” may result in an increase in fees.

Should you have any questions regarding your account at our clinic, please contact the office manager or billing office. We will be happy to assist you in any way possible. Thank you for using the services at Banister-Lieblong Clinic.

Signature: _____

Date: _____