



FINANCIAL POLICY SUMMARY

Patient and/or Guarantor assume responsibility for all charges resulting from treatment provided by Republic Pain Specialists. We bill most insurance carriers in expectation of prompt payment. Responsibility for unpaid balances is that of the Patient and/or Guarantor. Payment for service is due within 15 days of receipt of statement, unless financial arrangements are made in advance.

It is the responsibility of the Patient and/or Guarantor to understand the terms, deductibles, and conditions of their insurance plan. Insurance providers do not always cover preventive or well care visits. Contact your carrier's Member Services Department for clarification. When insurance information is unavailable or valid insurance information is not provided prior to or at time of service, the Patient and/or Guarantor will be held responsible for charges incurred. All co-pays and deductible payments are required at the time services are provided.

- **Uninsured Patients** – Patient and/or Guarantor, who do not have verifiable insurance at time of service, are required to pay in full at the time services are provided.
- **Appointment Requirements** – In compliance with Federal Fraud and Abuse guidelines, we ask that Patient and/or Guarantor present at each visit; *Photo ID, the Patient's current insurance identification card(s)*, and be prepared to pay all applicable co-pays. We also ask to be advised of any change in insurance coverage and communicate change in name, address, telephone numbers, and employer. The clinic is not responsible for claims billed outside the insurance guidelines if correct insurance information is not provided at time of service.
- **Co-payment** – Co-payments are due at the time of each visit. Your insurance company may apply an additional co-payment at time of claim processing for such services as imaging, laboratory or procedures based on your plan design.
- **Health Insurance** – Republic Pain Specialists will bill most employer sponsored insurance carriers as a courtesy to our patients. Secondary insurance will be billed as a courtesy when information is presented at time of service.
- **Medicaid/or other State subsidized plans** – Enrollees are required to bring their current Medicaid eligibility card. Please be prepared to pay any applicable co-payment at time of service.
- **Non-Covered Services by your health care plan** – Some services, including but not limited to immunizations, lab work, medical supplies Physicals, or preventative visits, may not be covered by your health plan. You may be asked to sign a “notice of non-coverage” to receive the services.
- **Motor Vehicle Accident** – Patient and/or Guarantor are required to inform Republic Pain Specialists at time of scheduling if services are related to a Motor Vehicle Accident. All charges related to a Motor Vehicle Accident (MVA) are the responsibility of the patient. However, we will bill the patient's automobile carrier as a courtesy but we do not hold for 3rd party liability.
- **Workers' Compensation Claims** – Patient and/or Guarantor are required to inform Republic Pain Specialists prior to each visit when medical services are related to a Workers' Compensation claim and to file an accident report with their employer and present proof of claim for medical services. Applicable Workers' Compensation forms will be completed at the 1st point of care following the injury. Should the claim be denied, Patient and/or Guarantor are responsible for the appeal process.
- **Missed Appointment Fee:** A fee of \$50.00 may be charged for each appointment missed without 24-hour notice.
- **Rebilling Fees:** Unpaid balances exceeding 8 weeks will be subject to a \$5.00 per month re-billing fee.
- **Returned Check Fee/Declined Credit Cards:** A \$35 fee will be charged if your check is returned from your bank unpaid or if your credit card is denied.

Signature: _____

You may contact our Financial Dept. at (979) 803-1111.

Date: _____