



POLICY REGARDING INSURANCE ASSIGNMENT

Our office is pleased to accept your insurance assignment. We offer this service as a courtesy to our patients. However, it must be clearly understood that the “contract” is between the patient and the insurance company, the account thereby being the responsibility of the patient for any amount not paid by the insurance company. Following is a statement of our policies governing insurance claims:

1. Although our office does bill the insurance company, it is necessary for the patient to have all of the insurance information forms filled out completely. If this is not completed, we not be able to appropriately bill the insurance company, and the responsibility for payment then becomes that of the patient. We are sorry, but there no exceptions to this policy.
2. We require our patients to sign an “Authorization to Pay The Doctor” form (or any other necessary assignment documents required by your insurance company). By doing so, the insurance company will make payment directly to our office.
3. The patient will pay any co-payments or deductions (the amounts not covered by the insurance company) as agreed upon the financial consultation.
4. Insurance payments ordinarily are received within 30 to 60 days from the time of billing. If a patient’s insurance company has not made payment to our office within 90 days, we may request the patient to pay the balance due, and then seek reimbursement from the insurance company when and if it pays. Our office charges 1 ½ interest compounded each month on past due accounts. Patients are responsible for any and all legal fees to include: attorney, court and collections costs.
5. Our office does NOT guarantee that the patient’s insurance company will pay. We will perform our routine insurance billing procedures and as a courtesy we may perform verification of coverage. However, if for any reason, the patient’s

insurance claim is denied, the patient is then considered to be responsible for the full amount of the bill.

6. Our office will not enter into a “dispute” with an insurance company over any claims, although we will work with the insurance company to sort out any confusion or questions, which might arise. We cooperate fully with the regulations and requests of the insurance companies. It will be, however, the responsibility of the patient to handle with the insurance company any type of dispute over payment by the insurance company. **The patient is ultimately responsible for the bill.**

IF YOU UNDERSTAND AND AGREE WITH ALL THE ABOVE OFFICE POLICIES, PLEASE SIGN YOUR NAME BELOW AND WE WILL ACCEPT YOUR INSURANCE ASSIGNMENT.

Signature

Date