

Pediatric Associates, Inc.

www.kidzdoc.com

FINANCIAL POLICY

- Please bring your insurance card with you to each visit and remember to update the office on any demographic changes.
- We will bill your insurance for you if we are contracted with your insurance company. If we are not contracted with you insurance, full payment is due on date of services.
- We must emphasize that as physicians, our relationship is with you, not your insurance company, and all charges are your responsibility from the date of the services rendered.
- All co-pays are due on the date service is rendered. We do not bill secondary insurance for co-pays. This is your responsibility.
- Effective October 1, 1998 there is an administrative fee of \$20 for each co-pay that is not paid on the date service is rendered. You will be asked to sign a co-pay violation when a co-pay is not paid.
- If you are self pay or have no insurance, full payment is due on date of services. If your insurance cannot be verified and no insurance is available full payment is due on date of services.
- This practice can only code and file a claim for patients with a diagnosis that was encountered and documented in the medical record. To request a diagnosis change solely for the purpose of securing reimbursement from an insurance carrier is inappropriate and could be considered a fraudulent act.
- All balances billed are due within 30 days of the statement date. Do not assume just because you have insurance you will receive a statement; this is how we first communicate. Always call our billing department, do not ignore our statement. We accept checks, cash, Visa, and MasterCard. Payment arrangements can be made if necessary with our billing department.
- Returned checks will automatically be sent to our collection agency. The collection agency charges a \$30 fee for each returned check.
- We have additional charges for: (1) Walk in patients (2) No show appointments (3) Emergency visits (4) Sundays, holidays after posted hour visits (5) Copying of Records.
- We do not Bill insurance companies for workers comp or auto accidents.
- **There have been some insurance changes that have recently caused many problems for Pediatric Associates. Insurance companies are now able to determine whether you have more than one insurance. Each time you come in, we ask you for your current insurance information and whether you have any other insurance coverage. This is particularly important if you have Medicaid, Caresource or Molina. They will deny any payment if you have existing insurance and due to filing deadlines, if we do not have this information in a timely manner we are not able to get paid for our services. We have worked tirelessly in the past to refile these claims to get payment, but now due to the new insurance policies we are unable to do so. So to summarize:
FAILURE TO FULLY DISCLOSE UP TO DATE AND ACCURATE INSURANCE COVERAGE IS INSURANCE FRAUD, AND CAUSE FOR DISMISSAL FROM PEDIATRIC ASSOCIATES.**

I have read the above financial policy and understand its contents.

Signature: _____

Date: _____