

CLINIC NETWORK FINANCIAL POLICY

Please read this information carefully and initial each section. If you have any questions, please ask the receptionist for clarification.

INSURANCE: You are responsible for payment of the services you receive in our office. Please understand that your medical insurance policy is a contract between you and your insurance company. Read it, understand it and ask questions. Even different policies from the same insurance company can have different requirements and benefits.

It is your responsibility to know and confirm your plan benefits including *co-pay amounts, deductibles and what are covered and non-covered services* with your insurance plan prior to your appointment. You will be responsible for payment of non-covered benefit services.

Always carry your insurance card and ID. You will need it for all office visits and in case of emergency.

CLAIMS SUBMISSION: We will gladly bill your insurance company directly with the appropriate charges and diagnosis codes provided by your provider. You are ultimately responsible for any unpaid balance. Please do not ask us to change codes afterwards if your insurance carrier does not pay for your services. We follow strict coding guidelines established by the American Medical Association as well as those established and covered by Federal and State Programs and Statutes.

ANCILLARY SERVICES: You may receive additional bills from physicians who provided care as a result of your visit in our clinic. Some of those providers may be contracted with Valley Medical Center while others are independent healthcare providers in private practice. For example, you may receive separate bills from: Pathologists, Radiologists, Cardiologists or Laboratory Providers (PACLAB).

COPAYS: Payment of co-pays will be required at check in. Please know the amount of your co-pay and come prepared to pay it. Patients that are not prepared to pay on the day of service will be asked to reschedule to another time unless a medical emergency exists or be charged a \$30 billing fee.

PAYMENT TYPES: Cash is no longer accepted for security reasons. We accept payment by check, Visa, MasterCard, Discover Card and American Express or on our website at www.valleymed.org. We will provide a receipt for all payments. Please retain this receipt for your records.

NO INSURANCE: If you have no insurance coverage or elect not to use your insurance for the visit, a deposit is expected at the time of service. The deposit will be collected by check or credit card when you check-in for your appointment. A 40% discount will be applied to your visit when this good faith payment is made at the time of service. Remember that services provided by outside entities will not be included (see ancillary services above).

Deposit amounts are as follows:	Primary & Urgent Care Clinics	\$125.00
	Specialty Care Clinics	\$140.00

DELINQUENT ACCOUNTS: If your account is delinquent you will receive a letter or call from the billing office notifying you that you need to make a payment to clear your account. If payment is not made, you will be unable to schedule future visits and your account will be turned over to a professional collection agency. *At that time, you and your family will be discharged from the clinic network system.*

SIGNATURE (PATIENT OR PERSON AUTHORIZED TO GIVE AUTHORIZATION)		DATE:
If signed by person other than patient, relationship to patient:	If patient unable to sign, reason:	Verbal obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No

