

# Financial Policy



All copays are due at the time of service.

Self-Pay patients are expected to pay for office services at the time of their appointments unless other arrangements have been made **prior** to the appointment.

We have a **Quick Pay Policy** that allows the patients to give us their credit card information prior to services rendered. Then, when the insurance has adjudicated their claim, the patient responsibility is applied to the credit card automatically. The forms explaining this policy are presented to the patients and they may choose to participate or decline this service.

Patient balances for Hospital Charges are due upon receipt of the initial statement. It may be possible to set up a payment plan but the Business Office must be contacted first. **We do not accept any random payments received as a negotiated agreement.**

Statements are sent on a monthly basis for patient balances. If there is no response from the initial billing, a letter is generated that reminds the patient of their balance and our Collection Policy.

If there is no response from the second statement, a final letter is sent allowing 10 days for payment in full and states that the account may be placed with an outside collection agency.

A **30% Late Fee** will be added to any account that is turned over to an outside collection agency.

There is a \$35 NSF charge for all returned checks.

There is a \$35 charge for all DECLINED credit cards.