

## OFFICE POLICIES

It is our policy that fees for treatment are payable at the completion of each appointment.

### **REGARDING HMOs, PPOs and MANAGED CARE PROGRAMS:**

We do participate in some of these programs. Please check with your plan. It is your responsibility to obtain referral forms, etc. required by your particular insurance company. You will be expected to pay your co-pay at the time of your visit.

### **REGARDING MEDICARE:**

Each of our doctors are participating physicians with Medicare. We will file all charges (including x-rays) with Medicare and your supplemental insurance, if applicable. If you do not have a supplemental insurance, you will only be billed for the 20% not paid by Medicare or any deductible that has not been met.

### **REGARDING WORKMANS COMPENSATION: YOU MUST INFORM OUR OFFICE IF YOU HAVE A WORK INJURY AT THE TIME OF THE FIRST VISIT.**

You must inform the front office of your work injury. You may be held liable for any office visits/procedures that are performed if we are not told of your work injury. Our office will make every effort to contact your claims adjustor/ employer for verification of your claim. An appointment will not be scheduled until that verification is received.

If you are a minor your parents or guardian need to accompany you to our office before treatment can be rendered. If you are a college student we do not bill parents for services rendered. You need to make arrangements prior to being seen with your parents for payment to be made at the time of treatment.

For your convenience we do have x-ray, mri and bone density facilities in the building. If x-rays are indicated in your treatment, payment for this service is handled at the same time as the physician charges. If you have had x-rays done elsewhere you need to bring them at the time of your appointment.

**\*\*FEES FOR TREATMENT ARE PAYABLE AT THE COMPLETION OF EACH APPOINTMENT. IT IS ALWAYS YOUR RESPONSIBILITY TO SEE THAT YOUR ACCOUNT IS PAID, REGARDLESS OF INSURANCE OR ANY OTHER CIRCUMSTANCES (SUCH AS LITIGATION).\*\***

IF YOU HAVE ANY QUESTION CONCERNING OUR POLICIES OR WE CAN ASSIST YOU IN ANYWAY, PLEASE FEEL FREE TO CALL ON OUR OFFICE STAFF.