



MEGHAN ROBINSON, PNP
PEDIATRICS

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Payment Responsibility	The patient or his legal representative is ultimately responsible for all charges incurred.
Non-Discrimination of Services	Necessary medical services will be provided regardless of the Patient's ability to pay.
Assignment of Benefits	The physician will bill insurance plans as a courtesy to its patients if the patient provides the required insurance information and signs an assignment of benefits statement. If you also have private insurance, that is considered your primary insurance coverage will be billed first. Medicaid may cover some services that your private insurance does not pay for.
Legal Guardian	If for any reason parents or legal guardian are unable to attend child's appointment, we require signed letter from parent or legal guardian authorizing them to bring them in to scheduled appointment and make medical decisions on their behalf.
Partial Insurance Coverage	Patients with insurance policies that cover only a portion of treatment must pay the difference between actual charges and the anticipated insurance payment. This payment may be requested and is due at the time of service. A pretreatment may be required.
Co-payments	The patient or his legal representative is responsible for insurance Co-payments at the time of service. If patient is scheduled to be seen for physical exam and has new and/or complicated medical issues, for example: cough, fever, rash, etc. We will bill your insurance for a sick visit along with physical exam. Therefore, your copay will be due.
Uninsured Patients/Non-Covered Services	Payment for all charges which are not covered by insurance are due and payable at the time of service. A pre-treatment deposit may be required.
Verification of Information	All information given regarding the ability to pay, third party insurance, employment, etc., will be subject to verification.
Unpaid Insurance Balance	Patients may be requested to make full payment of unpaid balances when insurance payments are not received after 60 days from date of billing.
Third Party Litigation	The physician will not become involved in disputes arising from the third party claims (i.e. automobile accidents, liability claims etc.) with the exception of verified Workers' Compensation claims, or claims involving Medicare and Medical Assistance.
Prior Unpaid Accounts	Prior to providing services, payment of prior outstanding accounts may be requested and should be received or specific payment arrangements are approved by the Credit Department.
Delinquent for Bad Debt Accounts	Patients with unpaid delinquent accounts or accounts which have been written off to bad debt may be denied treatment if not medically required.

Payment Arrangements

If a patient is unable to make full payment of the patients balance when due, periodic, partial payments may be approved in accordance with credit and collection procedures, as authorized by the physician or his designee. A patient financial evaluation may be requested to determine appropriate payment arrangements.

Payment Agreements

When a balance due cannot be paid at the time of service or when the balance becomes due, a payment agreement may be required in order to approve payment arrangements.

Payment Methods

The following payment methods will be accepted: Cash, check, money order, and credit card.

No Show

If you are unable to keep an appointment, please cancel 24 hours in advance. No shows without 24 hours notice may incur a \$50 charge. New patients who do not show up without canceling 24 hours in advance may not be admitted to the practice. Repeated no shows by patients without advance notice may lead to the patient being discharged from practice.

Late Arrivals

If a patient arrives more than 15 minutes late he/she may have to be rescheduled for a later day.

Referral for Outside Collection

Accounts which cannot be collected by the physician after normal in-house collection procedures may be referred to a collection agency, magistrate, or attorney for further collection action in accordance with the physician's established guidelines.

Third Party Audits

The physician recognizes the need for audits of insurance claims by insurance companies or their contracted audit firms. The physician will cooperate in making available required information provided that 95% of covered charges have been paid prior to the audit. An additional fee may be charged based on the costs incurred in providing the requested information and assistance.

Discounts

Due to Medicare regulations we are unable to offer any reduced or discounted services.

Refunds

Overpayments will be refunded to the appropriate party, normally the insurance company or guarantor. Patient's refunds will not be processed until all active or past due accounts are paid in full. Refunds of less than \$5.00 will not be issued unless specifically requested.

Patient or Guardian Signature

Witness Signature

Date

Date