

Village Internal Medicine

Financial Policy and Assignment of Benefits

Patient's Name: _____

Payment is due in full at time of Service: for all patients who have an insurance policy with which we have no contractual relationship and for patients who have no insurance. Patients should check with their insurance company prior to receiving services to verify we are in network. We will file your claim to your insurance company as a courtesy. A delayed or non-paid claim by your insurance carrier is not the responsibility of Village Internal Medicine. If there are any past due balances on your account Village Internal Medicine will require that the past due balance be paid in full or payment arrangements be made before any new appointments will be scheduled. The providers reserve the right to cancel any appointments if balances are not resolved. We reserve the right to turn any patient over to collections if it is deemed that the account has been in default of payment obligations or for noncompliance of the policy.

Co-pays or Deductibles are due at Time of Service: for any patient who has an insurance plan with whom we are contracted. The insurance carrier may bill deductibles, copay and co-insurance amounts to the patient after payment. Village Internal Medicine reserves the right to bill patient if the insurance company has not paid for the service within 60 days of the service. Any service that the carrier deems is non-covered service is the responsibility of the patient and will be payable in full within 30 days after receipt of billing statement.

Check payment Policy: There will be a \$25.00 Return Check Fee to your account for every check returned to Village Internal Medicine for insufficient funds. Patients who issue two (2) NSF checks must make all payments by cash, money order or credit cards.

Disability Forms: Village Internal Medicine charges \$15.00 per Disability Form, which is due at the time the form is turned in for completion.

Motor Vehicle Accidents or Liability Claims: Village Internal Medicine is not a third party to claims related to motor vehicle accidents or liability claims. The patient is responsible for all charges related to medical treatment received from Village Internal Medicine therefore, payment for charges are due at time of service.

Responsible Party: It is the policy of Village Internal Medicine that any patient who is 18 years or older will be responsible for all charges incurred. Patients under the age of 18 the parent or legal guardian will be financially responsible for all charges incurred.

Missed or late appointments: Village Internal Medicine will charge a no show fee of \$75.00 for any missed appointments that notification was not received in our office within 24 hours of the appointment. If you are late for your appointment, Village Internal Medicine may consider you as a NO SHOW and reserves the right to charge a No Show Fee.

Lab tests: Specimens will be sent to LabCorp for processing. LabCorp will file your insurance claim and bill patients any remaining charges. Patients will need to contact LabCorp directly for any billing questions. Village Internal Medicine will not be responsible for balances due to LabCorp.

Patients who do not comply with this policy may be dismissed from this practice in writing. Only emergency care will be provided for a 30 day period after dismissal at which time the patient should have been able to establish with a new physician.

Village Internal Medicine reserves the right to waive the above requirements on a case-by-case basis.

I have read and understand the financial policy and Assignment of Benefits of this practice and I agree to be bound by its terms. I also understand and agree that such terms may be amended from time-to-time by this practice. I agree to be responsible for services determined not to be medically necessary or non-covered by insurance, this includes all insurance writing or replaced by one of a later date.

Signature of Patient

Date