

## Billing Guidelines

Listed below are our billing guidelines. Please read the information and sign this sheet.

1. We will collect your deductible or co-pay responsibility at the time of service. Please be prepared to pay by cash, check, Visa, MasterCard or debit card.
2. Please be thorough with your insurance information. We will need to make a copy of all insurance cards.
3. As a courtesy, we will file your insurance. We file electronically on a daily basis, so prompt payment is expected from your insurance company.
4. Your insurance will send you an explanation of benefits that explains what they have paid to our office. You must keep this record on file. If you do not agree with the insurance payment, please contact the insurance company.
5. If the insurance denies payment, you will be asked to pay in a timely fashion.
6. To all Medicare patients: We participate as Medicare providers. We will file Medicare and your secondary insurance.
7. HMO or PPO patients requiring a referral: you are responsible for making sure your first visit and all follow-up visits with our office are authorized by your primary care physician. This is not our policy, but the policy of your insurance company. If the insurance denies due to lack of authorization, the bill is your responsibility.
8. Self-pay patients: payment for medical services is due at the time of service unless other arrangements have been made. Be prepared to make payment.
9. There may be times when the doctor requests laboratory tests that we do not perform in our office. If you get a bill from the outside laboratory, please contact the number listed on the bill to resolve any billing problems. They do all their own billing.

**\*\*\*If you have any questions regarding our financial policy, please call our office  
386-258-8722 and ask for insurance and billing\*\*\***

I have read this document and understand the information included therein.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date