

# PATIENT PAYMENT POLICY

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Thank you for choosing our practice! We are committed to provide you quality treatment and care. Please understand that payment of your bill is a part of this treatment and care.

For your convenience, we will answer a variety of commonly asked financial policy questions below. If you need further information about any of these policies, please ask to speak with a billing specialist.

## **How may I pay?**

We accept payment by cash, check, money order, Visa, MasterCard, American Express, and Discover.

## **What is my financial responsibility for services?**

Your financial responsibility depends on a variety of factors, such as copays, deductibles, coinsurance, and non-covered services. If you are unclear about any of these factors, please contact your insurance for details.

## **What if I don't have insurance?**

We require \$90.00 up front (prior to checking in) and you would be considered a self-pay patient. When you check out from your visit, you have the opportunity to pay the full amount and receive a 25% discount. If you are unable to pay the full amount, you will not be eligible for the discount. The \$90.00 will apply to your services that day.

## **Payment arrangements**

If you are unable to pay your balance in full each month you have the opportunity to be set up on a payment plan. This is a courtesy we offer in our office. The payment plan scale is attached and is subject to the amount of your balance.

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## Non-Payment Policy

You will receive a statement monthly. If you go **two months** without making a payment, you will receive a final notice letter on the **third month**. Any payment arrangements that you had will become void. The balance will be due in full within **ten days** or the account will be referred to an outside collection agency. In order to be seen again in our office the collection balance must be paid in full or you will have to set up payment arrangements through Midwest Service Bureau (316-263-1051), which is the collection agency that we use. If you already have arrangements with Midwest due to a prior collections amount, **you will still be responsible to pay on your current balance through our office.**

## Work Comp/Automobile Accident

If you are involved in an accident, you will need to contact your employer or auto insurance prior to being seen. You will be required to fill out an injury accident form when checking in for your appointment. The entire form must be completed along with the **work comp/auto insurance address, phone number, and claim number**. If we do not receive all of this information the balance will become patient responsibility. **We cannot bill your health insurance for any work comp or auto related visits.**

## Payment Scale

Balance	Minimum Payment Per Month
\$5.00 to \$40.00	Must be paid in full
\$41.00 to \$500.00	\$40.00
\$501.00 to \$1,000.00	\$75.00
\$1,000.00 and up	20% of your balance

If you would like to set up payment arrangements, please speak with a billing specialist or call 316-682-3311 to formally set up and sign an agreement.