

FINANCIAL POLICY

Dear Patient,

Thank you for choosing **Community Neurologic Center** for your neurological care.

The doctors and staff of **Community Neurologic Center** are concerned about the costs of your health care. Great care has been taken in setting our medical fees. We assure you that our charges accurately reflect the complexity of the care rendered, as well as the skill and expertise required for your care.

In order to simplify billing procedures and to control the cost of medical expenses, we at **Community Neurologic Center**, have adopted a new policy effective September 1, 2004

- Co-pay is due at the time of your office visit
- Your PPO network determines the amount of co-pay. If we do not participate in your PPO network we will charge you \$35.00 per office visit.
- We will bill your Insurance Company and we will accept the usual and customary reimbursement paid by your Insurance Company
- You will be responsible for any remaining balance that goes toward your annual deductible as per your agreement with your PPO network. Please, check your benefits with your Insurance Company.

HMO Members: Please, verify that we are a provider with your plan. Referral information or prior authorization is required by your insurance carrier for office visits. If this is not done prior to your visit, the HMO may not pay, and you will be responsible for payment in full, unless special payment arrangements are made prior to your visit.

Workers Comp. Members: We bill your Workers Comp. Insurance Company, provided we have all the necessary paperwork, prior authorization is required by your Workers Comp. Insurance Company.

Auto Accident AND Personal Injury Members: You are responsible for the payment in full for the services rendered at the time of visit unless we have prior arrangements for you to turn to us the rights to collect the payment from your Insurance Company and/or your Attorney.

A collection agency may take over delinquent accounts. If your account is placed with a collection agency, you will be responsible for all costs of collection, including attorney fees. Once your account has been turned over for collection, we will no longer provide medical services for you or your family members until your accounts are clear. We will be happy to set up payment terms if necessary. Timely payment will prevent unnecessary consequences.

If you have any concerns or questions regarding our financial policy or insurance reimbursement issues, please feel free to discuss this with a member of the Patient Accounts Department.

We accept cash, personal checks, Visa, MasterCard, Discover. If needed, a payment plan can be arranged to suit your budget. Our patient accounts staff is available in the office to personally answer billing and insurance questions or can be reached by calling our office.