

NORTHERN COLORADO PLASTIC SURGERY, PC

PLEASE READ CAREFULLY AND SIGN

CREDIT & PAYMENT POLICY

Please understand that our credit and collection policies are a necessary part of assuring the financial resources needed to maintain this medical office for our patients and the community. We do not want financial circumstances to limit our care for you. If an unusual situation should make it impossible to meet our credit terms, please discuss the matter with our billing department. Please do not avoid the situation and keep your account and credit in good standing.

If you have health insurance: this is an agreement between you and your insurance to pay certain amounts for medical care. We strive to assist patients in this complex process as much as possible. As a service to you, we submit insurance claims on your behalf, including secondary and supplements. You, in turn, must provide us with complete information about your insurance carrier and the insured party.

- 1) Your portion of our fees (determined by your insurance) is collected at check-in the day of *services performed in the office*. This includes co-pays and deductibles.
- 2) Your portion of the surgeon's fee for services *performed at a surgical facility* are due one week before the procedure, except in emergency surgery cases.
- 3) Your insurance may not pay the percentage toward a claim as stated in your policy due to a fee schedule they have developed. Balances above what they may refer to *usual, reasonable or customary* does not change "your portion".
- 4) After 45 days you will be expected to begin payments to us for any unpaid insurance portions and arrange with your insurance for reimbursement. A service charge will be applied to accounts over 45 days. Minimum charge is \$2.00.

If you do not have health insurance: you are expected to pay for all services as they are rendered. Monthly payment arrangements may be made for regular, consistent amounts and no service charges (minimum is \$2.00) will accrue if payment is received every 30 days.

Cosmetic procedures: Fees for consultations are collected at check in. Surgeon's fees for procedures performed at a facility are due 7 days prior to the surgery. Procedures performed in the office are due at the time of service.

Accounts 90 days past due are referred to a collection agency or attorney. Reasonable fees, cost and expenses, including attorney's fees incurred in this process by the agency assigned to collect your account will be added to your account.

I certify I have read and understand the above. The signature below is of the patient or is duly authorized by the patient to agree to the terms and obligations in this statement.

YOUR SIGNATURE

DATE