

# Foot & Ankle Center of St. Charles County

## FINANCIAL POLICY

Thank you for choosing Foot & Ankle Center of St. Charles County as your healthcare provider. We are committed to the successful treatment of your condition. Please understand that payment of your bill is considered part of your treatment. Should you have any questions regarding any aspect of your financial status with our office, please feel free to contact our billing dept at 833.55.4850.

Your clear understanding of our Financial Policy is important to our professional relationship.

WE ARE HAPPY TO BILL YOUR INSURANCE DIRECTLY; HOWEVER, WE MUST HAVE A COPY OF THE INSURANCE CARD.

IF YOU DO NOT HAVE YOUR INSURANCE CARD WITH YOU, FULL PAYMENT IS DUE AT THE TIME OF SERVICE. WE ACCEPT CASH, OR CREDIT/DEBIT CARD.

ALL PATIENTS MUST COMPLETE OUR "PATIENT REGISTRATION FORM" AND OTHER RELATED FORMS.

PLEASE NOTIFY US IMMEDIATELY OF ANY CHANGES IN YOUR INSURANCE OR COVERAGE.

### SELF PAY Patients

We expect payment at the time of service unless prior arrangements have been made.

### MEDICARE Patients

We accept Medicare assignment. As a Medicare patient, you are responsible only for the deductible if you have supplemental insurance. A few services and supplies are not covered by Medicare. We will advise you of any non-covered charge prior to the service being provided.

### HMO/PPO Patients

ALL COPAYMENTS ARE DUE AT THE TIME OF SERVICE. We are members of most, but not all plans; you are responsible for verifying that we are providers for your plan. If you are an HMO member, you will not be billed as long as we have the necessary referrals. Please note: You must have your referral at the time of the visit or your plan requires that we ask you to reschedule. PPO patients will only be responsible for their deductible, co-payments and co-insurance, as long as they have verified with their insurance that our physician is in their plan.

### WORKERS' COMPENSATION

If you are here because of a work related injury, we will require information regarding both health insurance and your employer's Workers' Compensation carrier authorizing your treatment. The letter should include the claim number, address, adjuster's name and phone number. (Your employer's human resource office should be able to assist you with obtaining this information). If payment is not received from the third party within 90 days, we have the right to bill you directly.

### HOSPITAL AND SURGERY CENTER CHARGES

In the event that you undergo surgery in a hospital or ambulatory surgery center, a separate charge will be made by that facility. Your pediatric physician at The Foot & Ankle Center may have a financial interest in a surgery center where you will be having your surgery.

### FINANCIAL AGREEMENT

I understand that I am financially responsible for all charges not covered by insurance and I guarantee the balance to be paid by my credit card, check or cash. Past due balances may be subject to additional fees.

I understand that if the office agrees to bill insurance as a courtesy, I must submit proper information as needed to ensure payment for services rendered to me. I understand that I am ultimately responsible for payment for all services. If payment is not received from the insurance carrier or other responsible party in 90 days, I will be billed directly.

I will pay unpaid balance by:  Cash  Check  Credit Card

\_\_\_\_\_  
Name of Patient (please print)

\_\_\_\_\_  
Signature of Patient or Responsible Party

\_\_\_\_\_  
Date