



## FINANCIAL RESPONSIBILITY AGREEMENT

**Please take the time to read and sign the financial responsibility statements to acknowledge your understanding of them. These are intended to provide you with clear understanding of our financial agreements and billing procedures to prevent misunderstandings. If you have any questions regarding these agreements, please let the staff or your practitioner know.**

**ALL CO-PAYMENTS, CO-PERCENTAGE PAYMENTS, COSTS OF ALL SUPPLEMENTS, AND COSTS OF SERVICES NOT COVERED BY AN INSURANCE COMPANY ARE DUE AND PAYABLE AT THE TIME OF EACH VISIT.**

If you have insurance that may cover alternative health care, it is your responsibility to fill out the insurance details form and provide your insurance card to the front desk to bill your insurance carrier completely and accurately. When possible, the office will call to verify your insurance coverage before the date of your appointment. If benefits cannot be determined, and/or when there is any doubt of coverage, payment in full is expected. (For your convenience, we accept the following types of payment: Cash, Check, Visa MasterCard, Discover and American Express.)

**Please initial here** \_\_\_\_\_

Your insurance policy is a contract between you and your insurance company. We are not a party to that contract. As a service to you and upon your request we can bill your insurance provider. We ask that you stay involved with the billing process. There are normal and expected times that we will need to re-bill your insurance company. However, if there becomes a time when the costs of completing your billing are over and above the usual and customary time spent to process and follow-up on a claim, we will contact you. If you would like us to continue to pursue billing your insurance company, you will be charged \$12.00 for the additional time spent on the claim, in order to help defray costs of completing the payment for you.

**Please initial here** \_\_\_\_\_

Any balances due to us after your insurance carrier has notified us of payment of non-payment will be billed to you. After thirty (30) days of the first bill, a 1% annual or minimum of \$2.50 per month finance charge will begin to apply to the account. Any bill over ninety (90) days past due will be subject to collection procedures. If you need to make payment arrangements, you can do so by signing and agreeing to a payment plan at the time of service. All payment agreements must be followed through within the above timeline. We reserve the right to agree, or not, to payment plans, as they are not a guaranteed service of our clinic.

**Please initial here** \_\_\_\_\_

You are financially responsible for the cost of supplements. There are only a few known insurance companies that cover these. Where applicable, consider using your MSA/FSA for the purchase of supplements. We can supply you with an itemized receipt to provide proof of purchase.

**Please initial here** \_\_\_\_\_

When paying cash for lab work, there may be unforeseen lab charges after the specimens are sent out for lab processing. I understand that these charges are my responsibility and I may be billed for the difference once they have been processed.

**Please initial here** \_\_\_\_\_

Upon receipt of payment from your insurance company, your account will be credited. Any amounts due will remain on your account as a credit for your use towards future services and/or purchases. If you would like to be issued a refund, please let us know and we will be happy to send you a check.

**Please initial here** \_\_\_\_\_

Please note there are two (2) alternative health care insurance plans that require special forms. You may have additional forms to sign at each visit if you are on one of those plans. Not **all** doctors at this clinic are covered by the same health plan or at the same rates. This may affect how much you owe if you see a different doctor at our clinic.

**Please initial here** \_\_\_\_\_

There will be a \$50.00 charge for all no-show and/or appointment cancellations with less than 24 hours notice.

**Please initial here** \_\_\_\_\_

You may be charged for phone conversations with your doctor that exceeds 10 minutes. This may vary between doctors, so feel free to ask your doctor for their specific procedures regarding phone calls. Generally, these calls cannot be billed to insurance. If you have a matter that is more extensive and you rely on insurance, please make an appointment.

**Please initial here** \_\_\_\_\_

I, \_\_\_\_\_ (patient's name), a patient of A Woman's Time, acknowledge and agree to the above statements and understand that a part or all of my care may not be a covered benefit of my health plan. I acknowledge and agree to be financially responsible for my treatment.

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

\_\_\_\_\_ Date