



Addison Internal Medicine Patient Responsibility Form

Thank you for choosing Addison Internal Medicine for all your medical needs. We look forward to providing you a complete package of medical treatment. We file your charges to your insurance carrier as a benefit to you. It is, however, the patient's responsibility to know and understand what service is covered under the policy. In order to help keep healthcare costs down, we ask the following payments be made on your account prior to being seen by your doctor. For your convenience we accept cash, check and most major credit cards. There is a twenty-five dollar fee for return checks.

INSURED: Your co-pay, in accordance with your insurance plan, is due at check-in. Once we receive payment from your insurance, you will be billed for any balance owed. Because we are obligated under contract with your insurance company, this balance cannot be adjusted off your account.

UNINSURED: If you are a new patient \$100.00 will be due at the time of check in. If you are an established patient \$75.00 will be due at the time of check-in. Any balance owed is due after your visit with your physician, payable at the front desk check in. You will receive a 35% uninsured discount on any balance, which is due prior to leaving the clinic. Overpayments resulting in a credit balance will be applied to any outstanding balances on your account.

Motor Vehicle Accidents: If you are seeing one of our physician's due to a motor vehicle accident, payment must be made at the time of your appointment. We do not file claims to automobile insurance companies therefore; it will be your responsibility to provide your bills and receipts from Addison Internal Medicine to your Insurance Company. We will not file claims to Worker's Compensation.

Common Insurance denials include but are not limited to: Pre-Existing condition, insurance not in effect at the time of services, coverage by more than one plan in which coordination of benefits has not been arranged, policy maximum has been reached, or medical services rendered are not covered by the insurance policy. All unpaid balances remain the patient/guarantor responsibility.

How you can assist in several ways to expedite your claim and reduce denials: You will be asked when you check in at every visit to provide a picture ID, verify your personal information and make any changes so that your account can be updated. It is your responsibility to inform us of any demographic and insurance changes. If you have two or more insurance carriers, please advise us and provide a copy of both cards.

Medicare Patients: If you have switched from traditional Medicare to a Medicare replacement plan, you must advise Addison Internal Medicine at the time of service along with providing your new insurance card.

No show, cancellation and late patient policy: If you need to cancel an appointment we ask that you do so within 24hrs of your scheduled appointment time. If there are three or more scheduled appointments which you do not keep without prior cancellation or if there are repeated scheduled appointments in which you arrive fifteen minutes late, you could be subject to dismissal from our practice.

I have read and understand my financial obligations. I understand that this office will file an insurance claim on my behalf based on the information I provide. Both Addison Internal Medicine and I will receive an EOB (explanation of benefits) from my insurance carrier(s) that will detail any payments, deductions and adjustment per my plan's guidelines.

I understand that I will be fully responsible for payment of any and all medical services denied by my insurance company as applicable by state and/or federal law.

Patient (or responsible party) Signature

Date