



## FINANCIAL AND OFFICE POLICIES

1. For our patients with insurance, we are happy to file claims to your insurance company/companies.
2. All co-pays, co-insurance, and deductibles are due at time of service. Patients that are unable to pay will need to reschedule their appointment.
3. If for any reason a patient's insurance company does not pay the claim(s) in a reasonable amount of time (at our discretion) we may release the bills to you and they will be due and payable immediately.
4. If any action is required on the patients behalf in order to process payment for a claim, the patient must take the necessary action within the timelines given by the insurance company. Failure to assist in providing information requested will result in the charges being billed to the patient and will be due and payable immediately.
5. Summit Radiology Services, P.C. is "In Network" with most insurance companies. It is the patient's responsibility to verify the services provided are considered "In Network" or "Out of Network". Deductibles, Co-pays, and Co-insurance amounts will vary depending on your policy. Summit Radiology Services, P.C. will make every effort to verify the patients procedure is covered prior to the appointment but are unable to guarantee as some insurance policies will not determine "medical necessity" until the claim is received.
6. Accounts with balances that are not paid in a timely manner (based on our billing and statement period) will be referred to an outside collection agency. Please contact us immediately upon receiving a bill if you have any questions regarding your balance.
7. Patients are required to update our office if there are any changes to their insurance. Please provide a copy of insurance card(s) and photo ID at each visit. Any fees, co-pays, deductibles, or other charges not covered by insurance are due in full and must be paid by the patient/guarantor immediately.
8. Cash patients who have no insurance coverage may contact our office in advance to find out the amount due for treatment/care/procedures. Payment in full is due at time of service.
9. Patients who miss an appointment and do not give 24 hours (regular business hours) notice of cancellation may risk not being scheduled again. Repeated cancellations/missed appointments will result in dismissal from our practice.
10. Our office will work with your Primary Care Physician of choice regarding follow up care as appropriate medically.
11. Summit Radiology Services, P.C. does not fill out FMLA or Disability paperwork. Please contact your Primary Care Physician for assistance with these types of documents.
12. Our physicians are not "Pain Management Physicians" and will not call in prescriptions for narcotics.

I acknowledge receipt of the Financial and Office Policies form. I have had an opportunity to review the form and ask questions. I understand and accept the terms of the Financial and Office policies indicated by my signature on this form.

PATIENT NAME: (PRINT) \_\_\_\_\_ DATE: \_\_\_\_\_

PATIENT SIGNATURE: \_\_\_\_\_

WITNESS NAME: (PRINT) \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS SIGNATURE: \_\_\_\_\_