

# Affiliates for Women's Health

## PAYMENT POLICY

### **Payment for services provided are expected at the time they are provided.**

As a courtesy, we will file insurance claims to your carrier, **but will expect office co-pays on the day of the appointment.** You are responsible for payment of any "non-covered" services, "covered services" that are denied, co-payments, and deductibles. Insurance companies may deny payment for the submitted charges for a variety of reasons. Canceled insurance, services that do not meet the carriers definition of "medically necessary", or "excluded services" are a few examples. It is your responsibility to know the terms and coverage of your specific insurance plan. If payment is not received from the insurance company within 30 days, you are responsible for any balance at that time and you may appeal to your insurance company for payment.

### **Statements for your balance are mailed at the first of the month.**

#### **Late Fees**

There will be a \$25.00 late fee for each billing cycle the balance is not paid.

#### **Collection Fees**

For any account turned over to collections, a fee will be added to cover the cost charged by the collection company to collect the balance. The fee may vary based on the collection company used. You agree to pay for any fee associated with the collection of an overdue balance.

#### **Returned Checks**

There will be a \$25.00 service charge for returned checks.

#### **Missed Appointments**

There will be a charge for any appointments you made, failed to keep, and did not cancel 24 hours prior to the appointment time.

#### **Medical Records**

The Texas Medical Board allows a set charge for copying medical records. There is a \$25.00 charge for 20 pages or less, and \$0.50 per page after the first 20. Shipping or mailing cost will be added to the fee. The fee must be paid prior to release of the records unless requested by a health care provider for "acute" or "emergency" care.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_