

OFFICE POLICY REGARDING INSURANCE ASSIGNMENT AND BILLING

- Your insurance contract is between you and your insurance company. Please provide us with a copy of your insurance card at each visit. It is your responsibility to know what your insurance benefits are for all office visits, immunizations, labs tests, and procedures. You are responsible for any amount not paid by your insurance company.

- You must notify your insurance company and human resources within 30 days of the birth of a new baby. Medicaid recipients must notify DCF after the birth of a new baby. Plans requiring a primary care physician must choose Dr. Ellis's office as the PCP.

- Copayments are due at time of service, for each child seen and each time they are seen. The person bringing the child in is responsible for payment. We do not get involved in custody issues. We accept cash, checks, Visa and Mastercard. If we must bill you, we will charge a \$10 billing fee. Outstanding balances must be paid before new services can be provided. If you are unable to pay in full at time of service, please contact our billing department to work out a payment plan.

- Verification of benefits is not a guarantee of payment by your insurance. By taking your insurance on assignment we must wait for payment. This courtesy may be withdrawn if necessary. Your insurance company should pay within 30 days. If they have not paid, you must pay the balance due and be reimbursed by the insurance company. We do not dispute with your insurance company. This is your responsibility and obligation but we will provide you with any information we can for the dispute.

NOTICE OF ASSIGNMENT

I direct my insurance to pay directly to the provider at this office for all services rendered at this office. Any sum of money paid under this assignment shall be credited to my account and I accept responsibility for any unpaid balances for office visits, labs, immunizations, etc.

Signature of responsible party

Date

To: Lynne M. Ellis, M.D., P.A
1111 7th Avenue N, STE 103
St. Petersburg, FL 33705
727-822-5393