



Financial Policies

As a courtesy to you our office will bill your insurance company, provided complete and accurate information is provided us at EACH visit, however, medical services provided to you are your financial responsibility. Please further understand that this office cannot accept responsibility for collecting an insurance claim or for negotiating a settlement on a disputed claim, and that you are responsible for the timely payment of your account and for all financial charges resulting from failure to pay the account balance in a timely manner.

Maintaining a Current REFERRAL (if required) is the Patients Responsibility.

You are responsible for payment of (as applicable):

- **Co-Pay at the time of service**
- **Annual Deductible**
- **Balance after Insurance Payment**
- **Non-Covered Services, if any**
- **Discretionary Charges defined below**

All charges are due and payable within 30 days from the date of service.

It is our policy NOT to hold accounts that are in litigation.

If it becomes necessary to refer the account to a collection agency for delinquency you will be charged collection fees, as stated below, and all subsequent visits will be provided on a CASH ONLY basis.

Discretionary Charges:

- **\$25.00 Service Charge on all Returned (NSF) Checks**
- **\$25.00 for 10 pages and \$0.25 for each additional page for Records Transfer Fee when records are for personal use.**
- **\$50.00 may be assessed missed appointments without 24 hour notice.**
- **\$75.00 Collection Fee per account if transferred to collections.**
- **All Equipment purchased is due and payable at the time received.**

If you are having financial difficulties it is imperative that you notify the billing department. We can set up payment arrangements based on what you can afford.

If you have questions regarding the billing policies for the Asthma Allergy Centre please contact our billing department at (503) 620-5614.

Signature:_____ Date:_____