

**PEDIATRIC ASSOCIATES OF THE NORTHWEST, P.C.
BILLING POLICY**

ATTENTION GUARANTORS: PLEASE READ AND SIGN

In order to effectively bill and collect on charges incurred at PEDIATRIC ASSOCIATES OF THE NORTHWEST PC (PANW), we require all patients to read and sign this billing policy. By signing this document, you agree to adhere to the policies detailed herein. The purpose of these guidelines is to clarify standards and expectations for both the office and the patients. Thank you for your cooperation.

- 1) Guarantors bringing a child in for care are responsible for signing the financial waiver assigning responsibility for the payment of that day's services. By signing the waiver, a guarantor agrees to the protocol involved in billing an insurance company for reimbursement, including but not limited to, release of information and assignment of payment directly to PANW. All balances not covered by the insurance company are the full responsibility of the guarantor.
- 2) When children are scheduled for **preventative care** (well child checkups), it is the responsibility of the guarantor to verify insurance benefits before the visit. If the insurance does not cover routine services (i.e. vaccinations or physicals) the balance is the guarantor's responsibility. **We cannot change billing codes once the insurance has been billed for a service.** If a child is sick on the day of a physical, we can either reschedule the physical and see the patient for the sick visit or see the child for both the sick and well visit with charges for both.
- 3) Guarantors arriving for well child visits when they are not covered by insurance or **any self-pay patients** will be required to have a *minimum* \$100.00 deposit for the day's services in hand. If the guarantor does *not* have the deposit with him or her, the visit is subject to rescheduling for a later date.
- 4) Patients who are uninsured will receive a 20% discount on charges, excluding immunizations and medications, if paid for in full at the time of the visit. For uninsured patients who prefer to be billed for services, the PANW statement will automatically show a 15% discount on PANW charges, excluding immunizations and medications.
- 5) Guarantors arriving for all visits who are on a "pay each visit" status and have no insurance or one with a deductible will be asked to make a \$100.00 deposit. "Pay each visit" status includes those accounts that have been turned to a collection agency, claimed bankruptcy or had their balances written off to bad debt.
- 6) Copays are due at the time of service for each visit. PANW charges for missed copays. Copays are part of our contractual agreement with insurance companies and are due at the time of service. All missed copays will be assessed a \$10.00 fee in addition to the copay.
- 7) PANW assesses a \$25.00 returned check fee. This fee will be billed *in addition* to the amount of the returned check.
- 8) All balances are due within 30 days of the first statement. If you are unable to pay the balance in full within 30 days, please contact our Business Office to make payment arrangements. If more charges are added to the balance, new payment arrangements will need to be made. Delinquent accounts more than 90 days past due with no payments and/or broken payment arrangements are subject to collection activity including small claims court or collection service *and* dismissal from the practice. Guarantors will be notified in writing and by phone (if possible) prior to any action.

- 9) It is the responsibility of the guarantor to provide PANW with the valid insurance information at the time of service. If the guarantor does not have the correct insurance information with him or her, the services will be considered self-pay and the guarantor will be responsible for the entire bill. If the information is not provided in a timely manner and PANW is unable to bill for the charges within the time limits set by the insurance companies, the balance will be come the guarantor's responsibility. Our office staff will be asking for a copy of the card at *each* visit due to rapidly changing coverage issues and identification numbers.
- 10) PANW bills all claims to insurance companies, however, PANW is not contracted with every insurance company. It is the guarantor's responsibility to verify with the insurance company whether or not PANW is contracted. Some examples of non-contracted companies include Family Care, and Medicare. All out-of-network deductibles and non-covered charges will be the liability of the guarantor.
- 11) PANW will bill all secondary insurances if we have been given all the correct information. We will wait 30 days for payment from the secondary insurance and then the balance will become the responsibility of the guarantor for follow up and payment.

I hereby agree to all policies listed and accept financial responsibility as guarantor for the child or children I present for treatment to Pediatric Associates of the Northwest, PC.

Guarantor Signature

Date

Printed Name

(Child)ren