

**CAPITAL MEDICAL CLINIC  
FINANCIAL AND INSURANCE POLICY**

As a service to our patients, we will file insurance claims to the companies we are contracted with for the services provided. Itemized bills will be provided to you for those services upon request. The filing of insurance does NOT release the patient from responsibility of incurred charges for services which have been provided.

All fees including co-pays, deductibles and non-covered services are due and payable on the date of service unless other payment arrangements have been made in advance. We accept Cash, Personal check, MasterCard, Visa, Discover and American Express. ***In the event we receive a returned check, a fee of \$25.00 will be charged to your account and payment in full is due upon receipt of your statement.***

**If you have health insurance, you are responsible to:**

- ❖ Verify with your insurance carrier that services performed or proposed by our office are covered under your individual plan. We suggest you contact the customer service telephone number listed on your insurance card prior to being seen in our office.
- ❖ It is your responsibility to know what your policy covers and what it does not. We cannot quote your benefits. Any disputes about payment must be resolved between you and your insurance company.
- ❖ Failure to provide accurate insurance information within 15 days from the date of service will result in the balance becoming your responsibility.
- ❖ Obtain any authorizations or referrals required by your insurance carrier.
- ❖ Pay our office for any deductible, co-payment or non-covered charges.

Unless specific arrangements have been made in advance for an extension of time, charges for services not covered by insurance are due upon receipt of a patient statement. Statements showing the status of your account are mailed monthly. If you are unable to make payment when due, please contact our office by calling (512) 454-5171 as soon as you receive our statement. Accounts which are not paid within 90 days of statement receipt are subject to placement with an outside collection agency.

**If you do not have health insurance coverage;**

- ❖ Payment for the office visit and all diagnostic services is expected the day the service is provided.

**Capital Medical Clinic reserves the right to charge \$50.00 for any appointment cancelled without 24 hour advanced notice.**

**Acknowledgement of Review of Notice of Privacy Practices**

I have been given the opportunity to review this office's Notice of Privacy Practices, which explains how my medical information will be used and disclosed. I understand that I am entitled to receive a copy of this document.

**Authorization for Voicemail Usage for PHI**

I hereby give permission to leave a message on my voicemail or answering machine concerning my personal health information. Please initial if declining \_\_\_\_\_.

**ASSIGNMENT OF BENEFITS**

I hereby give authorization for payment of insurance benefits to be made directly to Capital Medical Clinic for services rendered. I understand that I am financially responsible for all charges whether or not they are covered by insurance. In the event of default, I agree to pay all costs of collection and reasonable attorney fees. I hereby authorize this healthcare provider to release all information necessary to secure payment of benefits. I further agree that a photocopy of this Agreement is as valid as the original

I have read and understand Capital Medical Clinic's financial policy and I agree to be bound by its terms. I also understand and agree that such terms may be amended by Capital Medical Clinic at any time.

\_\_\_\_\_  
Patient / Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient / Legal Guardian Printed Name

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date