

PAVILION SPINE SURGERY CENTER

FINANCIAL POLICY

Thank you for choosing Pavilion Spine Surgery Center as your healthcare provider. We are committed to providing the best medical care possible. Please understand that payment of your bill is considered a part of your treatment. The following statement explains our Financial Policy which we ask you to read, sign and return to us prior to your treatment.

- All patients should provide accurate and complete personal and insurance information prior to being seen.
- **All applicable co-pays, personal balances, both current and prior, are due at the time of service.**
- **Preferred method of payment is cash; however we will accept personal checks, debit cards and all major credit cards.**
- **Returned Checks** - For checks returned to us for non-sufficient funds by your bank, **we will charge a \$35.00 fee.** In addition, check privileges will be denied after the first returned check.

Regarding Charges

You and your insurance company will receive two (2) bills; one for the physician fees and one for the facility fees. The bill for the facility includes the costs of the procedure room, medical supplies and medications for your procedure. The physician bills separately for his/her services. As a courtesy to you, we automatically file these claims to your insurance company.

Regarding Insurance

Read and understand your insurance policy. Your policy is a contract between you and the insurance carrier. **Read It, Understand It and Ask Questions.** DO NOT ASSUME YOUR POLICY AUTOMATICALLY COVERS EVERYTHING. Even different policies from the same insurance company can have different requirements. It is YOUR responsibility to know what your policy covers and what it does not. Always carry your insurance card with you. You will need it for all office visits and may need it in case of an emergency. Without this information, we may have to reschedule your appointment or you may have to pay at the time of service. Some carriers require a referral or prior authorization from your primary care provider. It is YOUR responsibility to obtain this referral. **IF YOU DO NOT HAVE A REFERRAL OR PRIOR AUTHORIZATION, YOU WILL BE RESPONSIBLE FOR PAYMENT OR WE WILL RESCHEDULE YOUR APPOINTMENT.**

Pavilion Spine Surgery Center accepts most insurance plans. Our Physicians do most procedures in our own Surgery Center. Should you need assistance with your bills for the Surgery Center please call Joyce at 404.603.9090 ext 229.

Usual and Customary Rates

We are committed to providing the best treatment for our patients and we charge what we believe to be reasonable and customary fees for our region and specialty. If your insurance company uses a different fee schedule, you will be responsible for any balance remaining.

Past Due Accounts

Overdue accounts will be referred to a collection agency. Legal fees that we pay to secure past due balance will be added to your account.

Insurance Denials

In the event that any date of service is denied by the insurance carrier, the remaining balance will be turned over to patient responsibility.

Insurance Non-Payment

If a claim is forty-five (45) days old and there has been no response from the insurance carrier, the balance due will be turned over to patient responsibility for payment.

Attorney Liens

Pavilion Spine Surgery Center accepts attorney liens; however, any balance will become patient responsibility if you dismiss your attorney without your case being settled. Liens must be signed by both you and your attorney, along with a third party information sheet completed in full prior to your being seen. It is also your responsibility to notify our office if you change your attorney at any time.

Please contact our Billing Department if you have any questions or concerns at 404.603.9090.

I have read the Financial Policy. I understand and agree to the Financial Policy.

Printed Name

Signature

Date