



K Valley Orthopedics P.C.
Financial Policy

We are committed to providing you with the best possible medical care; if you have special needs, we are here to work with you. The following information is provided to avoid any misunderstanding or disagreement concerning payment for professional services.

- Our office participates with a variety of insurance plans including Medicare. For patients who are members of one of these plans, our Business Office will submit a claim for services.
- If you have insurance that we do not participate with our office is happy to file the claim; **however, payment in full is expected at the time of service, unless prior financial arrangements have been made.**
- ***Payment for services can be made with cash, check or credit card.***
- REFERRALS: It is your responsibility to ensure that any required referrals or preauthorizations for treatment are provided to KVO **prior to the visit**. If you do not provide the information at the time of your appointment, your visit may be rescheduled, or you will be held financially responsible. This includes claims that are Workman's Comp, Auto, Liability and HMO's.
- All contested claims for Workers Comp, Auto and Liability will require payment in full at the time of service, unless prior financial arrangements have been made.
- IT IS YOUR RESPONSIBILITY TO:
 - Provide us with current insurance information - failure to provide this information will result in you being held responsible for the entire balance and the filing of your insurance claim
 - Provide us with any changes in your insurance coverage, residence, address or phone number
 - Provide us a copy of your insurance card
 - Know what your insurance policy requires for your visit
 - Be prepared to pay your co pay at each visit
 - Pay any balance not covered by your insurance plan
- If the patient is a minor (17 yrs and younger), the parent or guardian must sign below. The parent, guardian or unaccompanied minor is responsible for any payment due at the time of service, as well as bringing the necessary referrals and insurance cards.
- Some services may not be a covered benefit under your insurance plan or under Medicare guidelines. It is your responsibility to pay any balance not covered by your insurance plan.
- If you have questions about your insurance, we are happy to help you. Specific coverage issues, however, should be directed to your insurance company's Member Services Dept.
(Phone number is on the insurance card)

We strive to make your experience at our office a pleasant one. Our practice firmly believes that a good physician/patient relationship is based upon understanding and good communication. Questions about financial arrangements should be directed to the Business Office. Please let us know of ways to improve our service. *Thank you!*

PLEASE SIGN THAT YOU HAVE READ AND AGREE TO THIS FINANCIAL POLICY.

Signature of responsible party

Date