

**Monmouth Family Foot and Ankle, LLC**  
**Patient Financial Policy, Release of information, and HIPAA**

Your understanding of our financial policies is an essential element of your care and treatment. If you have any questions, please discuss them with our front office staff or supervisor.

- As our patient, you are responsible for all authorizations/referrals needed to seek treatment in this office.
- Unless other arrangements have been made in advance by you, or your health insurance carrier, payment for office services are due at the time of service. We will accept VISA, MasterCard, Discover, American Express, cash or check.
- Your insurance policy is a contract between you and your insurance company. As a courtesy, we will file your insurance claim for you if you assign the benefits to the doctor. In other words, you agree to have your insurance company pay the doctor directly. If your insurance company does not pay the practice within a reasonable period, we will have to look to you for payment. We have made prior arrangements with certain insurers and other health plans to accept an assignment of benefits. We will bill those plans with which we have an agreement and will only require you to pay the co-pay/co-insurance/deductible at the time of service.
- If you have insurance coverage with a plan with which we do not have a prior agreement, we will prepare and send the claim for you on an unassigned basis. This means your insurer will send the payment directly to you. Therefore, all charges for your care and treatment are due at the time of service.
- All health plans are not the same and do not cover the same services. In the event your health plan determines a service to be "not covered," or you do not have an authorization, you will be responsible for the complete charge. We will attempt to verify benefits for some specialized services or referrals; however, you remain responsible for charges to any service rendered. Patients are encouraged to contact their plans for clarification of benefits prior to services rendered.
- You must inform the office of all insurance changes and authorization/referral requirements. In the event the office is not informed, you will be responsible for any charges denied.
- For most services provided in the hospital, we will bill your health plan. Any balance due is your responsibility.
- There are certain elective surgical procedures for which we require pre-payment. You will be informed in advance if your procedure is one of those. In that event, payment will be due one week prior to the surgery.
- Past due accounts are subject to collection proceedings. All costs incurred including, but not limited to, collection fees, attorney fees and court fees shall be your responsibility in addition to the balance due this office.
- There is a service fee of \$35.00 for all returned checks. Your insurance company does not cover this fee.
- There is a service fee of \$25.00 for no show of scheduled appointments or cancellation with less than 24 hours notice.
- Assignment of Benefits / Financial Policy I hereby assign or transfer payment benefits made to me or on my behalf to Monmouth Family Foot and Ankle for services furnished to me. I have read and agree to pay any amount due, according to the financial policy.
- Release of Information I hereby authorize Monmouth Family Foot and Ankle to release information acquired during the course of my examination or treatment that may be necessary for further medical care and reimbursement of services rendered to my referring physician or to an appropriate insurance carrier.
- Receipt of Notice of HIPAA (Health Insurance Portability and Accountability Act) Privacy Practices I acknowledge that I was provided a copy of the Notice of Privacy Practices and that I have read (or had the opportunity to read if I so chose) and understand the Notice.

**Signature of Patient/Responsible Party:** \_\_\_\_\_

Printed Name of Patient/Responsible Party \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Patient initials to indicate copy received.